

**Department of Mental Health and Addiction Services  
Connecticut Mental Health Center  
JOB OPPORTUNITY  
Supervising Nurse – PN CM26460**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Connecticut Mental Health Center, 34 Park Street, New Haven CT 06519  
**Program/Unit:** Department of Nursing /Acute Inpatient 4<sup>th</sup> and 5<sup>th</sup> floors  
**Annual Salary:** \$73,855.00 to \$99,092.00  
**Shift/Schedule/Hours:** 3rd Shift / Monday – Friday 35 hours per week – with rotation to weekends every 5<sup>th</sup> week

**Posting Date:** Monday, August 31, 2015

**Closing Date:** Sunday, September 7, 2015

**Duties include but are not limited to:** Attends change of shift report, supervises staff responsibilities and/ or delegate assignment sheet, supervise to ensure unit needs address, evaluates unit workflow based unit conditions, individual patient needs, and clinical expertise of staff, in order to ensure maintenance of the therapeutic milieu. Counsels and supervises staff as necessary, works with scheduler to fill staff absences. Oversees outstanding clinical issues regarding patient care and safety, supervises team leaders, and Charge Nurse, participates as an active member of the multidisciplinary treatment team by providing substantial input regarding the patient's response to treatment, recommending modifications in the overall plan of care, and effectively communicating patient care needs. Ensures that all supervisees conduct activities, in a professional manner that adheres to CMHC Standards of Nursing Care and Practice and CMHC ethical standards, functions as point person to oversee unit operations of unit milieu, may coordinate admissions with Admissions Coordinator, Takes charge to follow up pending appointments for patients, takes on call responsibility on a rotating basis with other supervising nursing staff. May function in the charge Nurse capacity and supervise medical treatments TX's (Blood sugar, PPD, EKG's, Vitals, takes off orders). Assesses the effectiveness of treatment interventions for patients in order to determine the level of care needed, manages crises calmly and effectively. Ensures that all clinical documentation is timely and complete for self and supervisees, for patients involved in critical incidents, and episodes of behavioral discontrol who require restraints or seclusion. May give or supervise verbal report to evening shift for census acuity, milieu issues, new admits. Supervises all patient care related and other activities delegated to assigned LPNs, MHAs I&II. Works collaboratively with other disciplines, departments, and/or programs so that services to patients are provided in a manner consistent with CMHC Standards of Nursing, Reviews 24<sup>o</sup> Sheet and Alert Sheets. Completes yearly staff performance appraisals, or in a charge position, may be project coordinator for performance improvement data collection or quality improvement studies. Collects data and audits charts for deficiencies, makes plan of correction, Reviews Weekly Acuity Reports on the 4th floor, may attend and give report in the CMHC Clinical Coordinators Meeting Participates in weekly nursing leadership meetings, Leads Team Leader weekly meetings, is a member of Inpt Unit leadership group may co lead unit weekly community meetings. May collect data regarding medication errors, and assist with plan of correction, assumes a leadership role in assessing and maintaining the safety of patients who are at imminent safety risks, leads staff to use least restrictive options for management of dyscontrolled behavior in accordance with CMHC Policy and Procedure: Supervises the safe application of restraints in accordance with CMHC Policy and Procedure: Interventions for Behavioral Dyscontrol. May coordinate and/or provide staff development or education and training programs for nursing and other clinical staff. Completes projects in accordance with established deadlines. May serve as preceptor. Assumes a leadership role in planning, developing and implementing agency practices, policies and procedures. Addresses identified staff conflicts, morale issues, and works jointly with Nurse Manager and other Nurse Supervisors to correct them as well as and other relate duties.

**General Experience:** Four (4) years of experience as a Registered Professional Nurse in a hospital, regional, institutional or psychiatric setting.

**Special Experience:** Two (2) years of the General Experience must have been at the level of a Head Nurse, Head Nurse (Correctional Facility), Forensic Head Nurse or Clinical Nurse Coordinator working with the type of patients/clients serviced by the agency.

**Special Requirement:** Must possess and retain a valid motor vehicle operator's license. Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the Position Number (found on the posting) on the DMHAS Lateral Transfer Request Form (upper right-hand corner) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. DMHAS employees who are lateral transfer candidates (example: NURSE applying to a NURSE posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. DMHAS employees who are promotional/demotional candidates must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. All other applicants must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:  
DMHAS – Connecticut Mental Health Center  
Donna Zwilling, Human Resources Assistant  
Fax: (203) 974-7637  
34 Park Street, New Haven, CT 06519  
Email: Donna.Zwilling@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at <http://www.ct.gov/dmhas/cwp/view.asp?a=2904&q=420408>

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. (P-1)